SPOFFORD POND SCHOOL
INSTRUMENTAL MUSIC PROGRAM
MEMORANDUM OF UNDERSTANDING

In order to assure that all parents clearly understand the policies and procedures of the INSTRUMENTAL MUSIC PROGRAM, parents must read the memo below and sign, date and return this form with your enrollment application and registration fee.

- The cost of participation in the program is $450 for the entire school year. There is no discount for siblings or students taking instrumental instruction outside of school. Checks can be made payable to "Town of Boxford".

- Parents are responsible for payment of tuition on time. For parents who elect to pay in two installments, the second payment must be received by Tuesday, January 2, 2023.

- There is no reduction in fees for absences except in the case of extended illness of the child. The Principal should be notified as soon as possible if such a situation occurs.

- Requests for special payment arrangements or tuition assistance will be considered. If you are interested in applying for tuition assistance or a monthly payment plan, a formal written request must be submitted to Dr. Kathryn Castonguay, Principal by September 15, 2023, or immediately, in the event of an unforeseen situation. Tuition assistance may be granted only after the Principal has considered each individual's application. We encourage you to apply early.

- The Spofford Pond School Office and Ms. Phipps are to be notified in writing **TWO WEEKS IN ADVANCE** that a child is withdrawing. Parents are required to pay for those two weeks regardless of when the child leaves the program. If no such letter is on file at the School Office, payment will be expected until such time. [*REFUNDS WILL BE GRANTED WITHIN 4 WEEKS OF PAYMENT DUE DATE BUT NOT AFTER JANUARY 22, 2024.]*
- All payments must be up-to-date prior to all band activities (such as the Winter and Spring concerts.)

I agree to abide to the above stated Memorandum of Understanding.

_____	_____	_____	_____
Parent/Guardian Signature	Date	Child's Name	Grade